**Appendix B**

**Letting Agents Rating Scheme:**

**Appeal form**

**Notes for businesses:**
- As the business operator of a letting agent you have a right to appeal the rating given following your inspection if you do not agree that the rating reflects the level of compliance and standards stated in the rating scheme and found at the time of the inspection.
- You have 21 days (including weekends and bank holidays) from the date of receipt of the notification letter to lodge an appeal.
- Please use the form below and return it to the Strategic Enforcement Manager (Specialist Operations) in Newham – contact details are provided with the written notification of your rating.
- The Strategic Enforcement Manager will review your rating and communicate the outcome of your appeal to you within twenty one days.

<table>
<thead>
<tr>
<th>Business details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Letting Agent business operator/proprietor</td>
<td></td>
</tr>
<tr>
<td>Business name</td>
<td></td>
</tr>
<tr>
<td>Business addresses</td>
<td></td>
</tr>
<tr>
<td>Business tel. number</td>
<td>Business email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of inspection</td>
<td>Rating given</td>
</tr>
<tr>
<td>Date notified of rating</td>
<td></td>
</tr>
</tbody>
</table>
I do not agree with the rating given by the trading standards officer because at the time of the inspection the business was (please explain below under each of the three headings):

<table>
<thead>
<tr>
<th>Full Compliance with legal requirements and standards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Membership of a professional body (organisation and membership number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence of No Tenant Fees or details of Credit Rating Service for Tenants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please provide any other supplementary evidence to support your claims

<table>
<thead>
<tr>
<th>Name in capitals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please now return this form to:

Trading Standards Team  
Newham Council,  
East Ham Town Hall Annexe ,  
330-354 Barking Road,  
London  
E6 2RT